

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. Box 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-064

**Automotive Worker Supervisor
40069000
WS-5823-09
\$10.10 - \$22.26 ph**

**ANNOUNCEMENT DATE: 14 February 2005
CLOSING DATE: 15 March 2005**

SELECTING OFFICIAL: Surface Maintenance Manager

**APPOINTMENT FEATURES: Excepted Service
Warrant Officer/Enlisted Grade**

POSITION LOCATION: OMS #4 – Riverside, CA

THIS IS A TEMPORARY PROMOTION NTE: 1 YEAR

SELECTEE MAY BE NON-COMPETITIVELY PROMOTED IF/WHEN POSITION BECOMES UNENCUMBERED.

The purpose of this position is to supervise workers, either directly or through one or more subordinate leaders and /or supervisors, to perform associated nonsupervisory work.

1. AREA OF CONSIDERATION: Statewide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/ EFT (Direct Deposit).

3. MILITARY GRADE AVAILABLE: WARRANT OFFICER THROUGH CW4/ENLISTED GRADE THROUGH E-9. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN WARRANT OFFICER THROUGH CW4/ENLISTED GRADE THROUGH E-9 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, MILITARY GRADE OF SELECTEE MUST BE EQUAL TO A HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

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NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience that demonstrates candidates ability to instruct subordinates in work requirements and difficult operations/repairs; to plan schedules and sequence of operations; determine availability of materials and equipment and maintain reports and records.

b. **Specialized:** Must have 36 months progressively responsible experience which demonstrates the ability to provide expert mechanical guidance and instruction in the automotive mechanic field; experience which exposed the incumbent to a variety of personnel management principles and practices; experience in obtaining and exchanging information, explaining established policies, procedures and regulatory requirements; experience in developing plans and organizing work for a group of employees; able to give direction on work operation for implementation by the wage leader; and experience that required establishing and maintaining effective working relationships with people having different interests.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

c. Incumbent must possess and maintain a valid California drivers license.

5. **KNOWLEDGES, SKILLS AND ABILITIES:** The following knowledge's, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

a. Ability to plan, schedule, prioritize and coordinate shop operations; includes ability to ensure all necessary resources are available to meet mission requirements.

b. Ability to supervise subordinate employees; includes ability to evaluate skills, explain job requirements, provide on-the-job training, write performance standards, review work in progress, counsel employees, resolve conflict, and take corrective action on conduct and/or performance problems.

c. Ability to provide written evaluation of maintenance readiness of each supported unit based on personal observation.

d. Ability to repair and instruct on the restoration/replacement of major components and assemblies, such as engines, transmissions and differentials for equipment within the organization.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN WARRANT OFFICER: 14, 91, 92; ENL: CMF 14, 31, 33, 63, 88, 92.

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MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). ***ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.*** VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.